School Site Acquisition Procedure

The purpose of this regulation is to establish procedures for the recommendation of a designation or acquisition of school sites. Recommendations relative to the designation and acquisition of school sites shall be directly related to long-range educational facilities planning and the development of the Capital Improvements Program.

Schools may be located within any zoning district in Prince William County provided the location is shown in the County’s Comprehensive Plan or has been accepted by the County in the rezoning/proffer process. Other potential sites are subject to a public hearing in the Public Facility Review (PFR) process for conformity with the Prince William County Comprehensive Plan.

Sites should satisfy the criteria described in the Prince William County Design and Construction Standards Manual and will include a review of the following:

1. Geographical location of projected student population;
2. Access to major roads;
3. Availability of utilities;
4. State and local size requirement;
5. Program requirements;
6. Soil and Topographic conditions; and
7. Grading and Drainage conditions.

Efforts should be made to acquire sites by rezoning/proffer process. Consideration should be given to purchase or other means of site acquisition if proffer is not forthcoming. Condemnation procedures shall be recommended, if necessary, to obtain sites.

In making efforts to acquire sites by the rezoning/proffer process, staff may work cooperatively with developers of land in order to secure the best possible monetary or land contribution for the School Division. This working relationship with developers does not imply support for, nor assent to, a residential rezoning application by the School Board. In negotiating the location of potentially proffered school sites, staff shall consider the criteria in the Design and Construction Standards Manual noted above.

The Supervisor of Land Acquisition and CIP Planning and the Supervisor of Planning shall maintain and/or utilize the following resources in the development of site needs and evaluation:

1. Prince William County files and maps governing residential development activity;
2. Prince William County topography, tax, zoning, soils, real estate, subdivision, Comprehensive Plan, and special purpose maps;
3. Civil, transportation, environmental, cultural resource, and real estate consultants; and
4. Other local and/or state agencies.

The Associate Superintendent for Support Services, or designee, is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.